

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**HOUSING AND REDEVELOPMENT AUTHORITY of
CAMBRIDGE, MINNESOTA**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Cambridge Housing and Redevelopment Authority

PHA Number: MN067

PHA Fiscal Year Beginning: 10/2001

PHA Plan Contact Information:

Name: Sandy Tischer, Executive Director

Phone: 763-689-3883

TDD:

Email (if available): Sandyt@sherbte.net

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered:

- ☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

There have been many changes made to our policies and programs this year. Some of the changes include those mandated by HUD or statutes. We have also made the following changes:

- Updated our PH Admissions and Continued Occupancy Policy.
- Updated our PH Tenant/Landlord Lease Agreement to include the Community Service Requirement.
- Updated our Section 8 Management Plan.
- Added a Tenant Services position; in the process of evaluating it.
- Started a "Reading Buddies" program in Spring 2001 with our PH residents. This program had been highlighted in the October 2000 HUD "Best Practices" Edition.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 57,982.00

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program

using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)

- ☐ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
- ☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: STATE OF MINNESOTA
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

The HRA of Cambridge presently serves a population of 31,287 in Isanti County and a population of 41,101 in Chisago County. This, according to the 2000 Census Report, is an increase of 20.7% & 34% in the population for the two aforementioned counties. We also have a service capacity (non-HUD) with Pine, Kanabec and Mille Lacs counties, whose areas are experiencing urban sprawl with limited affordable housing.

This is a preface to the initiatives we have begun to take and will continue to build on:

First, it is our intent to reduce Public Housing vacancies by reducing unit turnover days to a bare minimum and keeping our list current and up to date by complying with our purge policy, thus providing more months of affordable housing in the area. We will continue to market our public housing program to make very low income and low-income elderly families/individuals aware of the availability of decent, safe, sanitary and affordable housing in the counties we serve. The HRA of Cambridge's Admission and

Continued Occupancy Policy (ACOP) requirements are established and designed to take into consideration the needs of individual families for low-income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and suitable living environment and fosters economic and social diversity in the resident body as a whole, we will:

- a. Provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level.
- b. Operate a socially and financially sound agency that provides violence and drug-free housing with a suitable living environment for residents.
- c. Deny admission of applicants, or the continued occupancy of residents, whose habits and practices adversely affect the health, safety, comfort or welfare or other residents or the physical environment of the neighborhood, or create a danger to our employees.
- d. Facilitate the judicious management of our inventory and efficient management of our staff.
- e. Ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Fair Housing Laws and Regulations.

Second, according to the Housing Needs Factors for Section 8 Program Applicants, with need based on 50% rent burden, our voucher jurisdiction (Isanti & Chisago Co.) should be allocated approx. 500 vouchers. Isanti Counties relativity to the state is .0032, Chisago Counties relativity to the state is .0034. Given that the combination of the two is .66, and HUDS methodology is to round up, we should be allocated 1% of the State of MN total Section 8 Vouchers. Presently, we administer 59, far below that need. However, our prior year spending, and leased voucher holder numbers have not truly reflected the market. We have taken an aggressive approach to leasing up. Any misunderstandings in Section 8 administration have been rectified in order to permit us the opportunity to apply for NOFA's of the future.

In addition, we have applied for and been awarded Capacity Building grant money from Minnesota Housing Partnership and solicited other monies in order to fund a RDD Survey in an attempt to increase the FMR in Pine, Kanabec, and Mille Lacs counties. The HUD published FMR's for those counties is far below the actual rates. We know that we have been successful in proving the rental rates are higher than the HUD rates, because the survey has been completed and the results are with Rod Johnson from the local HUB and also the Rules Docket Clerk in Washington, D.C. This will hopefully impact our area by increasing the affordable housing stock in our sister cities with unused vouchers being utilized due to an increase in the FMR, this we feel is part of our overall mission.

3. PHA Requests for support from the Consolidated Plan Agency

☒ Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

WE ARE REQUESTING AN HRA TAX LEVY OF .0144% OF THE AREA MARKET VALUE, OR A BLI ON THE CITY BUDGET TO HELP DEFRAY THE LOSS OF PHA INCOME DUE TO CHANGES IN THE MN LEGISLATURE .

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The State of Minnesota's Consolidated Plan endorses the continuing objectives of national housing policy in the National Affordable Housing Act of 1990, including the assurance that all residents have access to decent shelter; increasing the supply of affordable housing; making neighborhoods safe and livable; expanding opportunities for home-ownership by providing a reliable supply of mortgage finance; and reducing generational poverty in assisted housing.

The Strategic Plan:

Affordable Housing

The Minnesota Housing Finance Agency has two broad policy objectives that form their priorities: To meet Minnesota's basic housing needs and to strengthen communities. The priorities and objectives are listed below, they support and are consistent with the Housing and Redevelopment Authority of Cambridge's plan.

The Priorities are Serving Extremely Low and Low Income Renters. Conservation of existing affordable units is critical. A combination of rehabilitation and new construction is a must, also, rehabilitation of owner-occupied housing for those with extremely low or low income. Serving homeless persons, serving those with special needs, strengthening community housing stock, assisting home-ownership opportunities, assisting in building housing capacity, and preserving affordable MHFA financed housing.

Affordable Housing Objectives

Home Ownership Opportunities:

- A. To provide affordable home-ownership financing to low and moderate-income first-time home buyers.
- B. To target home-ownership assistance to people with the greatest need for assistance in all areas of the state.
- C. To provide affordable home-ownership opportunities to Native Americans and other people of color in proportion to their share of the eligible population as a whole, annually.

Rental Housing

- A. To provide affordable rehabilitation and improvement loan assistance to qualifying low and moderate income owners of existing housing.
- B. To increase the energy efficiency of residential dwellings, especially in homes built prior to 1976.
- C. To develop a framework within which MHFA can make federal grant funds available for partial abatement and interim control of lead-based paint, soil, and dust in housing units in Minneapolis, St. Paul, or Duluth.
- D. To provide affordable home improvement and rehabilitation opportunities for homeowners who are persons of color, in proportion to their share of the eligible population as a whole.
- E. Rehabilitate homes where concentrations of substandard units exist.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.71

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

Section 3 **Substantial Deviation from the 5-year Plan:**

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners wants to change its mission statement, goals or objectives of the 5 year plan.

Section 3 **Significant Amendment or Modification to the Annual Plan:**

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and require formal approval of the Board of Commissioners.

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Attachment A mn067a02
Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Implementation of Community Service requirements	ACOP

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Attachment mn067b02	Grant Type and Number Capital Fund Program: MN46P06750101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
Housing and Redevelopment Authority of Cambridge		

☒ **Original Annual Statement** (revision no:) ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	6,000			
3	1408 Management Improvements				
4	1410 Administration	3,000			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	2,000			
8	1440 Site Acquisition	35,000			
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	5,800			
13	1475 Nondwelling Equipment	6,182			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Attachment mn067b02 Housing and Redevelopment Authority of Cambridge	Grant Type and Number Capital Fund Program: MN46P06750101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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☒ **Original Annual Statement** (revision no:) ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	57,982			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	37,000			
24	Amount of line 20 Related to Energy Conservation Measures	2,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing and Redevelopment Authority of Cambridge		Grant Type and Number Capital Fund Program #: MN46P06750101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
M N067-1	Management Operations	1406		6,000				
	Non-tech/tech salaries,benefits,training							
	Administration	1410		3,000				
	Admin.work due to development							
	Fees and Costs	1430		2,000				
	Fees related to site aquisition							
	Site Acquisition	1440		35,000				
	Purchase of land for parking lot across The street from the develop. We have no parking for clients/guests/staff.							
	Non-Dwelling Structures	1470		2,800				
	office ac/heat							
	Non-Dwelling Equipment	1475		9,182				
	Furniture,office,phone system equipment,vending machine							

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing and Redevelopment Authority of Cambridge		Grant Type and Number Capital Fund Program #: MN46P06750101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
				57,982				

Part III: Implementation Schedule

PHA Name:Housing and Redevelopment Authority of Cambridge	Grant Type and Number Capital Fund Program #:MN46P06750101 Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2001
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[illegible]

Capital Fund Program 5-Year Action Plan: Attachment mn067c02

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	HRA of Cambridge
MN067		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Year (PHA Fiscal Year)
1460 Bathroom sinks/vanities w mirrors	31,500	2002
1460 Recarpet/Vinyl Apartments	40,000	2002
1475 Non-Dwelling Equip.- Tenant Exercise Equip./Space	10,000	2002
	\$81,500	
Total estimated cost over next 5 years		

Required Attachment mn067d02: Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

☐ Elected

☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☒ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: 12/2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Cambridge Mayor, Marlys Palmer
Cambridge City Council

Required Attachment mn067e02: Membership of the Resident Advisory Board

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Rallon Tews

Bob Banaszak

Don Perkins

Deb Sjostrom

Housing and Redevelopment Authority of Cambridge

Action Plan for the Resident Survey

Overview/Background

The results of the FY 10-1-2000 Resident Service and Satisfaction Survey indicated that the Housing and Redevelopment Authority of Cambridge received a failing score under the Safety Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on October 1, 2001.

Our Authority is more than pleased to address any and all issues raised regarding communication and safety at our public housing development. Unfortunately, we are unable to address the specific concerns expressed by the residents because we have been unable to obtain the detailed information from HUD.

Our Authority is interested in addressing any real or perceived concerns that the residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interest of our residents, the Housing Authority and the community.

Resident Survey

We determined that our best course of action was to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that were in attendance at the Resident Advisory Board meetings held as a part of our Agency Plan development process.

Our Resident Survey Follow-up Plan consists of the following steps:

Step One: Conduct Meetings with the Resident Advisory Board

Action: Meet with the Resident Advisory Board and discuss their concerns regarding any of the sections outlined in the Survey.

Results: During the Agency Plan development process the Housing Authority met with the Resident Advisory Board.

Step Two: Document Comments Received in the PHA Plan

Action: Document comments received (if any) from the residents.

Step Three: Address the Comments Received

Action: Address the comments received (if any) from the residents.

Goals and Objectives

The Housing and Redevelopment Authority of Cambridge has adopted goals and objectives that are designed to address resident needs as well as the overall operation of the Housing Authority. They are as follows:

Management Issues:

Goal: **Manage the Cambridge Housing Authority existing public housing program in an efficient and effective manner.**

Objectives:

1. Qualify at least a standard performer if PHAS proves to be a valid and objective performance measurement system.
2. Promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
3. The Cambridge Housing Authority shall achieve and maintain an occupancy rate no lower than 90 percent.

Maintenance Issues:

Goal: **Deliver timely and high quality service to residents of the Housing Authority.**

Objective:

1. Continue to respond to work orders within 24 hours at least 95% of the time.

Fiscal Responsibility Issues:

Goal: **The Cambridge Housing Authority will ensure full compliance with all applicable standards and regulations including GAAP.**

Objectives:

1. The Cambridge Housing Authority will continue to have no findings in annual audits.
2. The Cambridge Housing Authority will maintain sufficient operating reserves.

Supportive Services Issues:

Goal: **The Cambridge Housing Authority will either provide directly, or link providers to residents, that address physical and support needs.**

Objective:

1. Maintain at least the current level of service in order to maintain independent living. These services generally address nutritional needs, transportation needs, home health aids, medical and mental/emotional health needs, social needs, financial, legal and social services assistance.

Other Action Items:

- The Housing and Redevelopment Authority of Cambridge will continue to seek resident involvement in the development of both an annual and long range plan for the modernization of its public housing units and site improvements.
- Our adopted Admissions and Continued Occupancy Policy includes a resident/applicant screening process that denies admission to those individuals who do not meet the suitability and legal criteria established by HUD and Board resolution.
- We have established policies that define safe behavior for residents with the correct level of repercussions for violating policy. These are included in our ACOP, Dwelling Lease and House Rules.

In summary, the Housing and Redevelopment Authority of Cambridge is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

Attachment G

Deconcentration and Income Mixing

Yes
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No
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Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule?